

# How to Create a Wiki on District 25 Wikispaces

1. Go to <http://www.ahsd25.wikispaces.net/>
2. If you do not see the option to Make a New Wiki on the top left, you need to Sign in. Select "Sign in" on the top right.
3. Follow the directions in the next window to sign on. Make sure you sign in using AHSD25. Use your district username and password.

Welcome

Please sign in below:

- 1) Select AHSD25 from the drop-down menu
- 2) Use your District 25 server login and password

Sign In

Sign In Using

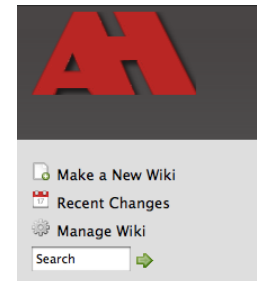
AHSD25

Username

Password

☒ Keep me signed in

4. At the top under the red AH, select Make a New Wiki.



5. Name your Wiki and set the permissions. Click Create.

Wiki Name

.ahsd25.wikispaces.net

Choose a name between 3 and 32 characters long.

Wiki Permissions

☒ Public

Everyone can view and edit your pages.

☐ Protected

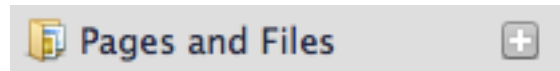
Everyone can view pages, only wiki members can edit them.

☐ Private

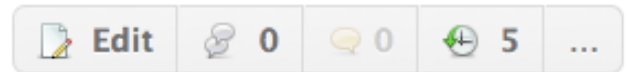
Only wiki members can view and edit pages.

6. You have some choices for the design of your Wiki. You can find those under Manage Wiki – Look and Feel.

7. Click on the + sign next to **Pages and Files** to add a page. This is where you name your page and add tags.



8. To edit an existing page click on **Edit**.




9. Use the Edit toolbar to customize text.

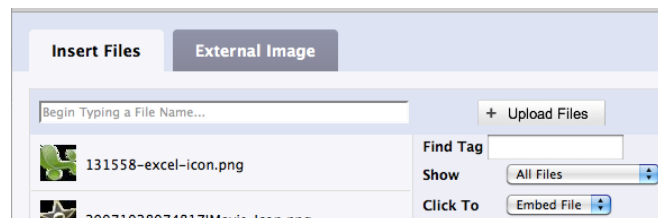


10. Link text or images

Add Widgets and Tables

11. Click on  **File** to add files to your page. First place your cursor where you want your file to be placed on the page.

12. Select “Upload Files” to browse your computer for your files. When the file finishes downloading, click on it to add it to your page.



13. If you add a photo you will get the below options.




14. Make sure you Save your content.

# How to Have Students Join Your Wiki


## Teacher adds Students


1. Sign out of your wiki, make sure you have your wiki URL.
2. Type your Wiki URL link into your browser. At the top click Sign in

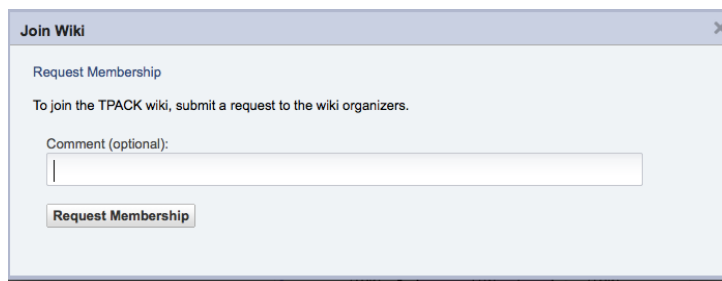


guest | Help | Sign In

3. Instead of using your username and password, type your students username(**no space between first and last name**) and password they use to sign onto the server.
4. At the top of the wiki you will see the message below. Click [Join now](#). In the next window click Request Membership



 You are not a member of this wiki. [Join now](#) [Dismiss](#)



Join Wiki

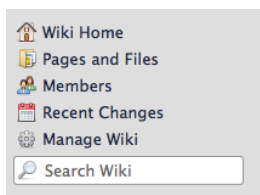
Request Membership

To join the TPACK wiki, submit a request to the wiki organizers.

Comment (optional):

[Request Membership](#)

5. Log out and then log in as the next student.
6. Once you have all your students join, log in as you.
7. Click on Manage Wiki. Next click on Members.



8. Scroll down to **Pending Membership Requests** and approve your student's requests for membership.

## Students add Themselves

1. Share the URL of your Wiki with your students, have them follow steps 1 through 4.
2. Log in and approve their membership request. Students will not be able to edit until you approve their request.